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4th
241

20 January 1969

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MEMORANDUM FOR: Records Management Board Members



SUBJECT : Review of Quarterly Report Final Draft.

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1. Attached for your information and guidance is a copy of the comments I received from [REDACTED] on the 17 January draft of the Board's Quarterly Report. He is reluctant to have the Board's report go to Mr. Bannerman without some clarification of the points he raises.

2. I also spoke with the Chief of the Records Center and he finds the Board's total of 8,737 feet of removed records to be much higher than his records show. I asked about any backlog and historic records he may have in suspense. He has included all possibilities in his calculations. Consequently, it would seem prudent for the Board members to compare their lists of the specific Job numbers they have reviewed and purged to see if we can establish a valid total we can report.

3. The Board shall meet again on Wednesday, 22 January at 2:00 p.m. in Room 4F-21 Headquarters to complete the subject report. Each of you will be asked to provide specific data regarding the volume of records reviewed during the purge and what volume remains, the volumes transferred or authorized for destruction, the manpower being applied in the purge, and I do believe an itemization of the specific retirement jobs effected by the purge (and in what volumes) should lessen the discrepancy between the reports of the Offices and the Center concerning the success of the purge.

4. Your ideas on other areas of Board interest and action will be appreciated.



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Chairman
Records Management Board

Attachment: as stated

cc: Chief, A&RC

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